

TITLE, SERIES, GRADE: Assistant Director for Operations Support, GS-340-15

SALARY RANGE: \$98,023 - \$127,434

PROMOTION POTENTIAL (IF ANY): None

VACANCY ANNOUNCEMENT NUMBER: 04-CRM-TS-024

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of active service may apply.

OPENING DATE: March 8, 2004

CLOSING DATE: April 5, 2004

DUTY LOCATION(S): Criminal Division, International Criminal Investigative Training Assistance Program, Washington, DC

NUMBER OF VACANCIES: 1

DUTIES: The incumbent serves as an Assistant Director for Operations Support in the International Criminal Investigative Training Assistance Program (ICITAP), reporting to the Deputy Director, and responsible and accountable for the effective and efficient management and application of personnel, facilities, equipment, financial, contractor and other resources of the United States Government to the attainment of established goals and objectives for all international law enforcement/criminal justice development assistance projects. Responsibilities include assisting the Director to plan, create the vision, establish overall goals and performance standards and evaluate the performance of individual programs and ICITAP as a whole. Assists the Director and country managers to establish service and product standards and overall goals and performance standards. Evaluates the adequacy of organizational management, operational and administrative processes; performance of individual country projects against establish goals, objectives and performance indicators; delivery of training and technical assistance; resource development; and the program as a whole. Manages the development of ICITAP policy documents, annual budget submissions, and other materials. Manages the development, evaluation and periodic revision of ICITAP program planning and evaluation policy, procedures and budget estimates. Represents ICITAP in the informal intra- and interagency process. Manages the development of outreach materials and reports and the planning process for country-specific and regional forensic project designs, funding proposals and supporting budgets.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service. For eligible surplus/displaced employees well qualified means you meet all minimum qualification

requirements and score at the mid-level against the ranking factors stated in the vacancy announcement.

SPECIALIZED EXPERIENCE is experience which is typically in or related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Applicants should provide a separate narrative addressing each Quality Ranking Factor.

QUALITY RANKING FACTORS:

- 1) Experience in the planning and evaluation of criminal justice training and development initiatives in international environments;
- 2) Ability to supervise personnel and projects;
- 3) Ability to communicate orally and in writing;
- 4) Managerial experience in a Federal international affairs or criminal justice environment; 5) Ability to apply principles of organizational development and management.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, training, types of official recognition received, and supervisory appraisal of performance.

HOW TO APPLY: Applicants must submit a resume, the Optional Application for Federal Employment (OF-612) **or** any other written format chosen, provided that it contains all the required information. The Application for Federal Employment (SF-171) will also be accepted. Current status applicants should include a copy of their latest SF-50 (Notification of Personnel Action), and a supervisory performance appraisal issued within the last 12 months. Displaced/surplus federal applicants must submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information:

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or

GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications may be e-mailed to CRIMINAL.CRMJOBS@usdoj.gov or may be faxed to 202-353-0775. Applications and documentation must be received by midnight of the closing date. For federally employed applicants submitting an application by e-mail, you will need to fax a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

NOTE: This is a permanent position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 as proof of eligibility. Veterans claiming a 10-point or 30 percent preference must submit a letter from the Veterans' Administration. All qualifications must be met by the closing date of the announcement. If pertinent information is omitted from the resume, it will result in non-consideration for this position. Relocation expenses are not authorized. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. Selectees who are not currently employed by the Department of Justice will be required to submit to urinalysis to screen for illegal drug use prior to appointment. Qualified applicants will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Teresa Spikes

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